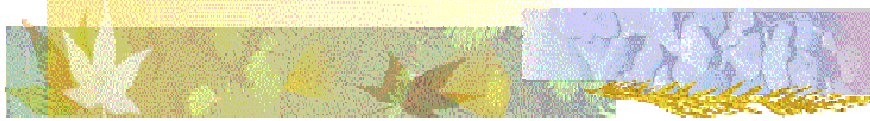


Safety Simply Stated



Service First
Safety Always

Caught in the Act

November 2005

Volume 2 Issue 11

Identifying safety hazards in the office can be a tough task to tackle—true there are not as many hazards associated with office work as out in the field, but there are still hazards to be aware of, so don't let your guard down just because you're in the office!

Let's put tripping hazards, house keeping issues, or any other safety hazard aside and concentrate on ergonomic hazards, which can result in repetitive motion injuries (RMI's). The onset of pain or discomfort of RMI's are not instantaneous; they can take days, months, or even years to surface. As a result, one may not even realize that their work station set-up or the position of their body during normal work functions may be contributing to future aches, pains, or other serious injuries.



Since preventing injuries is a main function of the safety office, I've been keeping an eye out for employees working in an "ergonomically correct" position while typing, lifting boxes, or filing. Unfortunately it has been a long wait, but then there was a ray of light.... Angelica Arellano from the Department of Public Works put an end to the search. While walking in the Integrated Resources Offices on Willow, I saw Angelica working on her computer, and yes she was displaying correct ergonomic posture! She was sitting with her back supported by the back of the chair, her feet were on the floor, her arms were close to her body, the monitor height was eye level and she was not pounding on the keyboard! Her work station was also set up to avoid unnecessary reaching. Thank you very much Angelica for being "Caught in the Act" of working safely!!

Inside this issue: Page

Preparing a Safe Holiday Meal	2-3
Code of Safe Work Practices	3
Natural Disaster Test	4
Blind Spots	5
Wellness & Safety Affair 2005 Winners	6
November Training Calendar	7
Answers to October Quiz	8

THANK YOU & CONGRATULATIONS ANGELICA!!

Service First
Safety Always



Special points of interest:

- Ladder Safety Tips
- Household Hazardous & E-Waste Round Up – November 5, 2005

PREPARING A SAFE HOLIDAY MEAL

By Nelson Kerr, Hazardous Waste Operations Officer, Department of Health & Human Services

As families and loved ones gather for the holidays, Long Beach Department of Health and Human Services Director, Ronald R. Arias, is reminding City residents of the importance of following a few basic food safety rules to prevent food borne illness. Following these guidelines can ensure a delicious *and* safe holiday meal and keep your holiday festivities jolly.

HOLIDAY MEAL BASICS

First Things First-Wash Your Hands and Clean Work Surfaces-

Always wash your hands with warm, soapy water before and after handling raw foods, after using the toilet, after changing diapers and after handling pets. Dry hands with a clean, single-use paper towel. People with cuts or skin infections on their hands should not prepare food.

Thoroughly clean all work surfaces, utensils and dishes with hot soapy water, and rinse with warm water before and after each use. Knives, cutting boards and meat grinders should be washed thoroughly before using them for other foods.

Purchasing and Defrosting-

Turkey-

Whether you purchase a fresh or frozen turkey is a matter of personal preference. Buy a fresh turkey no more than two days ahead of the big meal and make sure you have adequate storage space in the refrigerator.

If a frozen turkey is the choice, you can safely defrost it in the refrigerator, allowing 24 hours for every 5 pounds. Check that the original bag is not broken, to prevent raw juices from coming in contact with other foods.

The turkey can also be thawed in cold tap water. Change the water every 30 minutes until the turkey is thawed. Cook immediately. ***Never defrost on the kitchen counter at room temperature.***

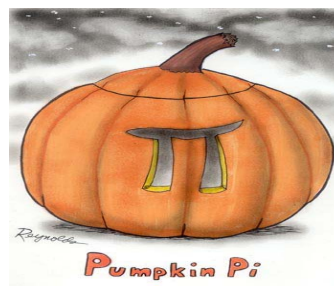
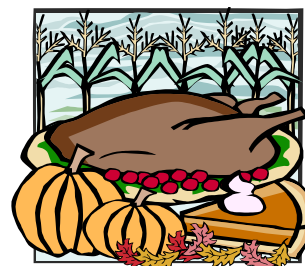
Use the following charts when planning to defrost the bird.

Size of Turkey	Thawing Time in the Refrigerator
----------------	----------------------------------

8 to 12 pounds	1 to 2 days
12 to 16 pounds	2 to 3 days
16 to 20 pounds	3 to 4 days
20 to 24 pounds	4 to 5 days

Size of Turkey	Hours to Defrost
----------------	------------------

8 to 12 pounds	4 to 6 hours
12 to 16 pounds	6 to 8 hours
16 to 20 pounds	8 to 10 hours
20 to 24 pounds	10 to 12 hours



Safe cooking-

For safety and doneness, the internal temperature of the turkey must reach 180° F in the thigh. Take several temperatures, concentrating on the thickest part of the meat. Set the oven temperature to 325° F. Use a meat thermometer to be sure the correct internal temperature is reached and to prevent overcooking. A meat thermometer should be used even in turkeys that have "pop-up" temperature indicators to ensure a safe temperature of 180°F. The meat thermometer must be thoroughly cleaned and sanitized between uses.

(Continued on page 3)

PREPARING A SAFE HOLIDAY MEAL—Continued

(Continued from page 2)

To stuff or not to stuff-

The safest way to cook the stuffing is separate from the turkey. But whether the stuffing is cooked inside or outside of the turkey, it must reach an internal temperature of 165° F. If the turkey is stuffed, mix ingredients just prior to filling the cavity. Stuff loosely to help ensure safe, even cooking. Remember, the turkey must reach 180° F, while the stuffing must cook to at least 165° F.

Size of Turkey	Cooking Time	Size of Turkey	Cooking Time
Unstuffed		Stuffed	
8 to 12 pounds	2.75 to 3 hours	8 to 12 pounds	3 to 3.5 hours
12 to 14 pounds	3 to 3.75 hours	12 to 14 pounds	3.5 to 4.0 hours
14 to 18 pounds	3.75 to 4.25 hours	14 to 18 pounds	4 to 4.25 hours
18 to 20 pounds	4.25 to 4.5 hours	18 to 20 pounds	4.25 to 4.75 hours
20 to 24 pounds	4.5 to 5 hours	20 to 24 pounds	4.75 to 5.25 hours

Safe handling of leftovers-

Cut leftover turkey into small pieces, or slice into pieces no more than 2.5 inches thick. Refrigerate stuffing and turkey separately in shallow containers within 2 hours of cooking. Use leftover turkey and stuffing within 3 to 4 days, and gravy within 1 to 2 days. Gravy should be reheated to a boil and leftovers, if heated, should be thoroughly reheated to 165° F.

Dangerous Desserts-

Keep all cream, custard and meringue pies, and any other foods with custard filling, refrigerated, except when being served.

Following these simple rules will ensure that you and your guests have a delicious and safe holiday meal. The City of Long Beach Department of Health and Human Services wishes everyone a safe and healthy Thanksgiving meal!

CODE OF SAFE WORK PRACTICES—*What is it?*

By Laurie Browning, Safety Officer, Department of Parks, Recreation & Marine



Cal OSHA requires every employer to adopt a Code of Safe Work Practices which relates to the employer's operations. In fact, the City's Injury & Illness Prevention Program states, "Since operations vary citywide, each department shall implement their own Code of Safe Work Practices, comply with all safety regulations, and foster a safe and healthful workplace."

But what is a Code of Safe Work Practices? It is:

- A list of potential physical and/or environmental hazards associated with a work activity or operation; and
- A list of specific instructions that identify operating procedures, reference materials, and equipment required to avoid injuries and illnesses.

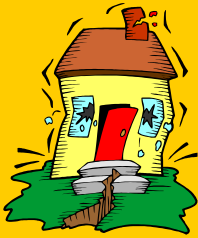
Developing a Code of Safe Work Practices is a two-step process. First, list the potential hazards that are associated with a job or activity. Brainstorm to get a complete list of these hazards. Don't forget to use the entire staff when writing these, after all, they know what the hazards are. Next, list all the precautions to take and the procedures to use to reduce the chances of injury or illness. That's it – the process is complete!

Once the Code of Safe Work Practices has been developed, it must be posted at a conspicuous location at each job site, or provided to each supervisory employee who keeps it readily available. Ensure that all employees are trained on the applicable sections of the Code of Safe Work Practices and use the Code for refresher training and safety meetings.

Remember that all training must be documented and employees must sign the roster.

Supervisors and managers should meet periodically to discuss safety problems and accidents that have occurred. These meetings are a good time to ensure the Code of Safe Work Practices addresses all the hazards in the workplace, and that the Code is being followed by workers.

Natural Disaster Test



Instructions: Please circle the correct answer to the following questions. Send your responses to the Safety Office to participate in our prize drawing. Each month we will run a Safety Quiz for prizes. Test your knowledge!



1. A hurricane can form only in tropical waters?
a. true b. false
2. Which month has the greatest average number of tornadoes per year?
a. March b. April c. May d. July
3. If you live in a wildfire-hazard area, you need to create a _____ foot zone around your home that is free of risk factors.
a. 30 b. 60 c. 90 d. 120
4. What percentage of all hurricanes that reach the United States strike the state of Florida?
a. 28 b. 39 c. 55 d. 72
5. Five of the 26 letters of the alphabet are not used to name hurricanes because of the scarcity of common names beginning with those letters. List them.

6. Most people know that the eye, or center of a hurricane, is the calmest area with little or no wind or precipitation. In which quarter of the hurricane are the strongest and most damaging winds typically found?
a. left front b. left rear c. right front d. right rear
7. When escaping from a flood on foot, you should never cross any moving water that rises above your...
a. ankles b. knees c. waist d. chest
8. If you are in a crowded public place when an earthquake hits, you should make a dash for the nearest exit.
a. true b. false
9. On a rough scale of destructiveness, how much more damaging is a 300-mile-per-hour wind than a 30-mile-per-hour wind?
a. 10 times b. 50 times c. 100 times d. 1,000 times
10. What is the velocity (forward speed, not wind speed) of an average tornado?
a. 20 to 25 m.p.h. b. 35 to 40 m.p.h. c. 50 to 55 m.p.h.
11. If you are driving your car when an earthquake hits, you should . . .
a. Stop and stay in your car. b. Stop and get out of your car and move to an open area. c. Keep driving.
12. Mount St. Helen was the second volcano in the lower 48 states to erupt in this century. Which of the following peaks was the first?
a. Mount Shasta b. Mount Hood c. Lassen Peak d. Mount Rainer
13. In which direction does forked lightning travel?
a. up b. down c. in both directions
14. What kind of cloud is the most common source of thunderstorms?
a. altocumulus b. stratocumulus c. cumulonimbus d. cirrus
15. A hurricane warning means a hurricane is expected to strike within...
a. 48 hours b. 24 hours c. 12 hours d. 8 hours
16. If you are caught outdoors during an electrical storm, where is the best place to "hide?"
a. Underneath a tree b. on a hilltop c. in a low area in dense shrubbery d. in a low area in an open field
17. During a tornado, you should stay out of structures with large, free-span roofs such as gymnasiums.
a. true b. false
18. Most wildfires are caused by...
a. lightning b. carelessness c. arson

Name _____ Department, Bureau & Division _____

Phone Number _____

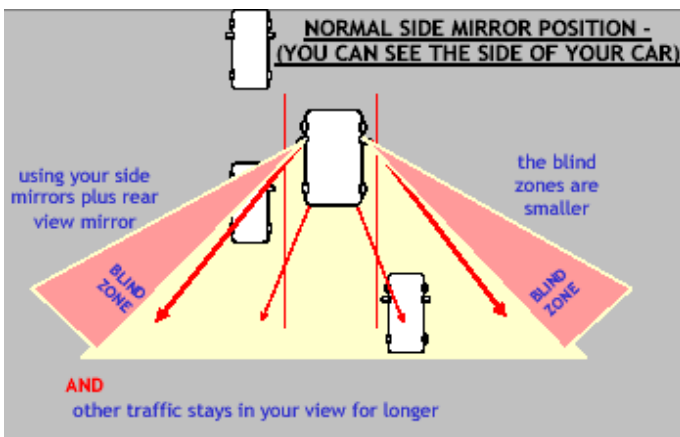
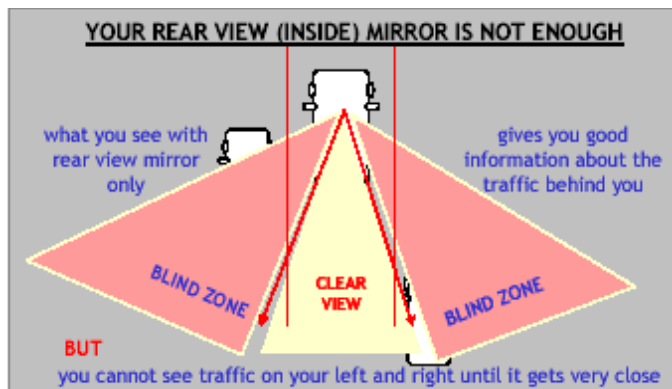
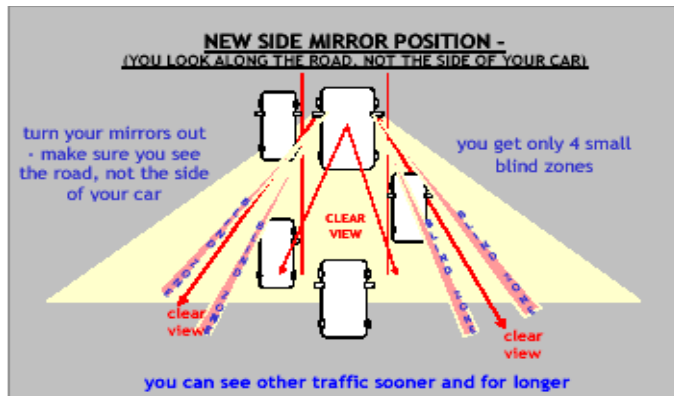
**Natural Disaster Test
November 2005**



Blind Spots.... Do You Know Where They Are?

By Jerry Wolfe, Safety Officer, Long Beach Gas & Oil Department

There are more than 600,000 lane change/merge accidents in the United States each year. More than 200 people die each year in these accidents. 60% of drivers causing the crash say they didn't see the other vehicle. Avoid lane change/ merge accidents ... turn out your side mirrors to reduce Blind Zones.



Five Good Reasons to Turn Out Your Mirrors

- You don't need to look over your shoulder so often (but it's not a bad idea to do so).
- You need only a brief glance at the mirror to view the blind zone—at highway speeds turning your head means 30 meters traveled.
- Glancing at the mirror leaves the forward scene in your view.
- Blind zones can be included in your visual scanning (which we're all doing, of course).
- At night, no more glare from headlights into your mirrors.



GOOD VISIBILITY IS NO ACCIDENT

As with anything new, it will take time to change your habits and to get used to the new mirror position. But stick with it and you will be rewarded with a new view in driving that will improve your safety and comfort.

Make Safety Your First Step



- Always use a straight ladder, stepladder or step stool to reach high objects—never a chair or a box.
- Check to see that the ladder is positioned firmly on a level surface before climbing.
- Place the base of a straight ladder out 1 foot for every 4 feet of the ladder's height.
- Face the ladder when climbing and descending.

Wellness & Safety Affair 2005 . . . Were you There?

By Eve Edmond, Employee Assistance Program Counselor, Department of Health & Human Services



The Employee Assistance Program and the City Safety Office held our annual Wellness and Safety Affair which was a big hit again this year with over 30 vendors including Wild Oats, Harbor Area Farmers' Markets, massage therapists, a putting green, snow cones, an old-fashioned popcorn machine, muffins from Rossmoor Pastries, sugar-free pies from Polly's Café & Bakery, and pizza from California Pizza Kitchen! Over 300 prizes were given out. All had a great time! The two Grand Prize winners and seven Baby Grand Prize winners are listed below. Congratulations and we'll see you next year!!!

Grand Prize Winners

Cookie Arvelo, Dept. of Health & Human Services/Rehab
Wins the Catalina Getaway!

(Two night stay with Continental Breakfast at The Catalina Island Inn)
(Round-trip passage for two aboard The Catalina Express)

Kevin O'Neill, Dept. of Financial Management
Wins the Long Beach Getaway!

\$100 Gift Certificate for Dinner for two at Sir Winston's
Restaurant aboard The Queen Mary
Overnight stay at Courtyard by Marriott

Baby Grand Prize Winners

Sadie Tuua, Dept. of Public Works
Wins \$50 Gift Certificate for 2nd Street Optical

Ron McIntosh, Dept. of Parks, Recreation, Marine
Wins the Overnight stay for two in Spa room at GuestHouse Hotel,
Two \$25 gift certificates for dinner at Green Field Churrascaria

Sandy Wedgeworth, Dept. of Health & Human Services
Wins \$100 gift certificate for Starbucks

Sheri Toromazote, Office of the City Attorney
Wins the Sunday Brunch for two in the Grand Salon
aboard The Queen Mary

Galo Morales, Long Beach Energy/Gas Services
Wins the gift certificate for two aboard The Gondola Getaway

Carol Allan, Office of the City Attorney
Wins \$75 gift certificate for Glen Ivy Hot Springs Spa

Caroline James, Office of the City Auditor
Wins Harbor cruise for two aboard Spirit Cruises





November 2005

Citywide Employee Safety Training
(Schedule as of September 21, 2005)

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Date(s)	Course	Time(s)	Location
November 3	Confined Space Training (8 hrs)	7:30 am—3:30 pm	Water Department, 1800 E. Wardlow Rd. NOTE: For Water employees
November 3	Hearing Test (on-going)	8:15 am—5:00 pm	Fire Department, Fire Training Center NOTE: For Fire employees
November 9	Bloodborne Pathogen (Module 3) (3 hrs)	7:45 am—11:00 am	PW/EDC Classroom, 2929 E. Willow Street
November 9-11	Defensive Driver's Training (4 hrs) AM/PM sessions	AM Session 8:00 am—12:00 pm PM Session 12:30 pm—4:30 pm	Harbor Department, 925 Harbor Plaza, 5th floor conference room
November 10	Aerial Manlift Training (4 hrs)	7:00 am—11:00 am	Water Department, 1800 E. Wardlow Rd. NOTE: For Water employees
November 14	AED/CPR (Module 1) (4 hrs) AM/PM sessions	AM Session 8:00 am—12:00 pm PM Session 12:30 pm—4:30 pm	American Red Cross, 3150 E. 29th Street Classroom 2
November 15	Ergonomics Office Training (2 hrs) AM/PM sessions	AM Session 10:00 am—11:30 am PM Session 1:00 pm—2:30 pm	Main Library, 101 Pacific Avenue Lower Level, Auditorium
TBD	OSHA 300 Log Training (Refresher) (2 hrs) AM/PM sessions	AM Session TBD PM Session TBD	TBD

Too Toxic to Trash — Household Hazardous and E-Waste Round Up

WHEN: SATURDAY, NOVEMBER 5, 2005

TIME: 9:00 AM—3:00 PM

WHERE: SIMMS PARK, LOCATED AT CLARK AVENUE AND OAK STREET, BELLFLOWER, CA

Dispose of household hazardous waste and E-waste the right way on Saturday, November 5, 2005.
Business waste will not be accepted.

How to prepare:

- Bring the items in a sturdy box, preferably in their original labeled, containers.
- Do not mix products together.
- In general, there is a limit of 15 gallons or 125 pounds per vehicle.
- Be prepared to leave your containers. Remove all other items from your trunk.



What you CAN bring to an event (examples):

- Brake fluid, paint, paint thinner, turpentine, cleaners with acid or lye, pesticides or herbicides, household batteries or car batteries, pool chemicals, motor oil, oil filters, expired pharmaceuticals and wastes anti-freeze.
- Household electronic waste which includes: Computer monitors, televisions, computer CPUs, keyboards, printers, cellular phones, etc.

What you CAN'T bring to the event:

- Hazardous and electronic waste from business
- Explosives, ammunition or radioactive materials
- Trash or tires
- White goods such as refrigerators, stoves and washing machines, etc.



For a complete listing of what you can and cannot bring to information on events, contact:
(888) CLEAN-LA ■ www.888CleanLA.com or (800) 238-0172 ■ www.lacsd.org



Service First
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City of Long Beach
Department of Human Resources
Risk Management, Safety Office
333 W. Ocean Blvd., 10th floor
Long Beach, CA 90802
Phone: (562) 570-6476
Office Hours: Monday—Friday
7:30 am—4:30 pm

**Safety is Everybody's
Business**

We're on the web!!

<http://clbnet/hr/safety/default.asp>



Safety Office Staff Members:

- Michael Alio, Risk Manager..... (562) 570-6476
- Tristina Meche, Safety Specialist... (562) 570-5892
- May Jong, Training Coordinator.... (562) 570-5059
- Loida Garcia, Clerk Typist III..... (562) 570-6552



Answers to October Fire Safety Month Quiz

Answers are underlined below. How did you do?



1. Fire extinguishers should weigh at least 5 pounds.
2. When using a heating pad, you should only leave it on for 30 minutes or less.
3. Each year approximately 500 people die with fire extinguishers in their hands. (This proves you should only attempt to put out small fires with an extinguisher.)
4. You should keep all materials that can generate heat and ignite spontaneously, such as oily rags in a cool, dry place, stored in metal containers with a tight lid, at least 3 feet away from heat sources like pilot lights.
5. Sparklers (fireworks which give off a display of sparks when lit) burn at more than 1,800°F. (True)
6. This type of burn may not be painful initially: Third degree.
7. You should install wall-mounted smoke detectors about 15 inches from the ceiling. (False)
8. You should test your smoke detectors: Every month
9. What is the acronym commonly used as a reminder to have fire drills at home? EDITH (Exit Drills In The Home)
10. Reusable fire extinguishers must be recharged once they are less than 50% full. (False)
11. What is the acronym that's often used to describe how to use a portable fire extinguisher? PASS (Pull, Aim, Squeeze, Sweep)
12. You should pour flour on a small grease fire if you don't have the proper fire extinguisher handy. (False)
13. The number one cause of home-fire fatalities is from: Careless smoking
14. You should replace the batteries in a smoke detector at least once every: 12 months
15. Fire experts have established that it sometimes takes no more than 2 minutes before a large building structure is totally engulfed by flames.